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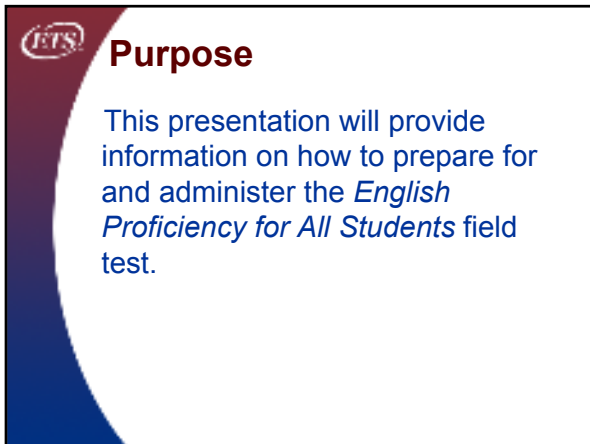
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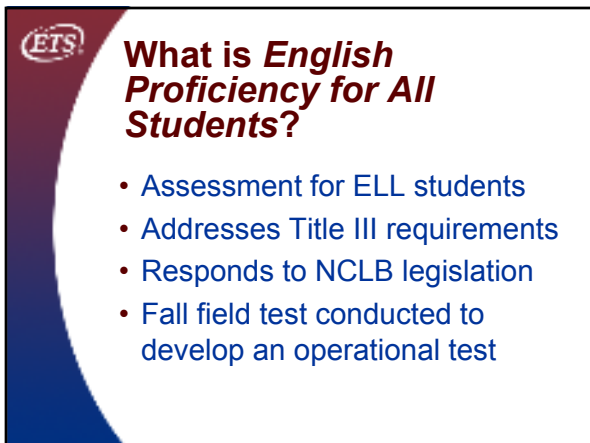
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## **Development I**

- A collaborative effort of:
  - AccountabilityWorks
  - ETS
  - Consortium of 5 states
    - Florida
    - Maryland
    - Michigan
    - Pennsylvania
    - Tennessee

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## **Development II**

- Items were aligned to benchmarks that were aligned to the states' standards
- Items were reviewed by the states
- New item formats were developed and pilot-tested for this test

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## **Purpose of the Field Test**

- To evaluate the quality and difficulty of each test item
- Results will provide information that will be used to develop the operational forms
- Operational forms will be available to the consortium members

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### Field Test Timeline

Oct 11	ETS begins to ship test materials to districts
Oct 20	If materials have not arrived, contact ETS
Oct 21	Last day to order supplementary shipments of test materials from ETS
Oct 25–Nov 8	Test Administration Window
Nov 15	All materials must be received by ETS

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### Preparation for Field Test

- Never too soon to begin
- Select Test Administrators
- Organize test security needs
- Arrange for a comfortable testing environment

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### Test Setting

- Testing rooms should provide:
  - Good lighting
  - Comfortable temperature
  - Ventilation
  - Freedom from noise & interruptions

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### The Levels of the Test

- 4 levels:
  - Level A – K-grade 3
  - Level B – grades 4-6
  - Level C – grades 7-9
  - Level D – grades 10-12
- Administered at the grade level in which students are currently enrolled

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### The Sections of the Test

- 4 sections:
  - Listening
  - Speaking
  - Reading
  - Writing
- Students must take all 4 sections

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### Estimated Administration Times – Level A

Sections	Gr	Administration	Time
Listening	K-2	Individually	30 min
	3	Small group	30 min
Reading with extension	K-2	Individually	20 min
	3	Small group	35 min

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### Estimated Administration Times – Level A

Sections	Gr	Administration	Time
Writing with extension	K-2	Individually	15 min
	3	Small group	30 min
One-on-One	K-3	Individually	30 min

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### Estimated Administration Times – Level B, C, and D

Sections	Administration	Time
Listening	Group	45 min
Speaking	Individually	15-25 min
Reading	Group	75 min
Writing	Group	85 min

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### Proposed Schedule for Administration I

- Recommended that group administered sections be given on the same day:
  - Listening & Reading – morning
  - Writing – afternoon

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## **Proposed Schedule for Administration II**

- Group administered sections may be administered over a 2- or 3-day period.
- The individually administered Speaking section may take a number of days.

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## **Test Security**

- Test materials should be kept in a secure locked location
- Test Security Affidavit
  - For those involved in the administration of the test
    - District Coordinator
    - School Coordinator
    - Test Administrator
  - Must be signed & returned

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## **Distribution of Field Test Materials**

- Shipped to the district office in labeled boxes with the schools' names
- District Coordinator inventories, then distributes to the designated schools
- School Coordinator inventories, then distributes to the Test Administrators

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**Field Test Materials**

- Test Material Packets
- District/School Coordinator's Manual
- Materials Control Form – 2 copies
- Ground Service Document from UPS

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**Test Material Packets**

- Scoring Guide for Speaking manual & training CD
- Directions for Administration
- Test Books
- Answer Sheets (Levels B, C, & D)
- One-on-One manual (Level A)
- Teacher Questionnaire

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**Demographic Information**

- Level A
  - Collected on the back cover of the test book
  - Completed by the Test Administrator
- Levels B, C, & D
  - Collected on the front of answer sheet
  - One section is completed by school personnel; one section by students

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## **District Coordinator**

- Prepare School Coordinators
- Receive & distribute test materials
- Order additional test materials
- Monitor field test administration & test security
- Return any district overage materials

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## **1. Prepare School Coordinators**

- Stress the importance of test security
  - Will need to sign & return a Test Security Affidavit
- Assist in the successful return of ALL test materials

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## **2. Receive & Distribute Test Materials**

- Receive Materials
  - Verify all boxes have been delivered
  - Contact ETS if there is a discrepancy
  - Retain extra materials
- Distribute Materials to Schools
  - Delivery to School Coordinators
  - Boxes are labeled with school name

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### 3. Order Additional Test Materials

- Fill shortages from district overage
- Check with all School Coordinators
  - Verify that each school has necessary test materials
  - Individual schools/classes must have specific versions
- Contact ETS if additional materials are needed

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### 4. Field Test Administration

- Monitor administration at each of the testing sites
- Maintain the security of the field test
- Serve as a liaison to resolve any issues of test security at testing sites
- Distribute any additional test materials as requested

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### 5. District Overage Materials

- Return using the original box(es)
- Procedures
  - Number the boxes in sequential order
  - Complete the top portion of the Ground Shipping Document (in shipment)
  - Attach to each box & ship UPS
  - Return all materials after testing is completed

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## **School Coordinator - Responsibilities**

- Maintain test security
- Receive test materials
- Prepare Test Administrators
- Distribute test materials
- Supervise test administration & test security
- Prepare & return test materials

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## **1. Maintain Test Security**

- Keep all test materials in a secure, locked location
- Sign and return a Test Security Affidavit
- Ensure that all Test Administrators return a signed Test Security Affidavit

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## **2a. Receive Test Materials**

- Verify receipt of materials using shipping notice
- Request any additional materials from District Coordinator
- Complete the Materials Control Form

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## 2b. Receive Test Materials

- Distribute Scoring Guide for Speaking manuals & training CDs
  - Develop an internal tracking system to monitor location of borrowed materials
  - Considered secure at all times
  - Use only within the school

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## 2c. Receive Test Materials

- Store all test materials in a secure, locked location
- Set aside return shipping labels
  - Found in Box 1
  - Needed after testing is completed
- Keep all boxes to return test materials after testing is completed

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## 3a. Prepare Test Administrators

- Level A students must record their responses in the test book
- Level B, C, and D students must record their responses on the answer sheet
- Students should have two #2 pencils
- No scratch paper or reference materials allowed during testing

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### 3b. Prepare Test Administrators

- Review Scoring Guide for Speaking manual and training CD to learn the scoring procedures for the Speaking section of the test
- Read the scripts for the Listening and Speaking sections prior to testing

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### 3c. Prepare Test Administrators

- Become familiar with the Directions for Administration prior to testing
- All test materials must be secured and accounted for before, during & after testing
- Verify that all the demographic information has been collected & completed

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### 4. Distribute Test Materials

Verify that each packet contains:

- 1 Scoring Guide for Speaking manual and training CD
- 1 Directions for Administration
- 10 test books
- 10 answer sheets (Levels B-D only)
- 1 Teacher questionnaire
- 1 One-on-One booklet (Level A only)

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### 5. Supervise Test Administration & Security

- Ensure adequate number of Test Administrators
- Ensure Test Administrators know procedures
- Visit each testing room to verify accurate administration of scripts
- Ensure that Test Administrators maintain accurate count of test books & store in a secure, locked location

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### 6a. Prepare Test Materials for Return

- Make sure demographic information has been completed
- Collect completed Teacher Questionnaires
- Verify all test materials are accounted for
- Support personnel must sign a Test Security Affidavit

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### 6b. Prepare Test Materials for Return

- Use original shipment boxes
- Complete the Materials Control Form upon return of materials from Test Administrators

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### 6c. Prepare Test Materials for Return

- Gather the following for return to ETS:
  - Materials Control Forms (completed)
  - Answer Sheets (Level B-D)
  - Test Books (used & unused)
  - Directions for Administration

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### 6d. Prepare Test Materials for Return

- District/School Coordinator's Manual
- One-on-One booklets
- Scoring Guide for Speaking manual & training CD
- Test Security Affidavits
- Teacher Questionnaires

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### Return Test Materials I

- Return within 5 business days of the last day of administration
- Box 1:
  - Materials Control Form (on top)
  - Completed answer sheets (Levels B, C, and D)
  - Completed test books (Level A only)

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## **Return Test Materials II**

- Next Box(es)
  - If needed, completed Level B, C, and D answer sheets (on top)
  - If needed, completed Level A test books (on top)
  - Complete packing the additional test materials using remaining boxes.

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## **Return Test Materials III**

- Number the boxes in sequential order (Box 1 of 3, Box 2 of 3, etc.)
- Place numbers under the return address label

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## **Return Test Materials IV**

- Complete the top portion of the Ground Shipping Document (GSD)
- Attach the GSD to each box, covering original shipping label
- Ship UPS
- All materials must be received by ETS not later than Nov. 15, 2004

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## **Operational Test I**

- Administration time for the Operational Test will be considerably shorter.
- Level A will be a scannable booklet.
- Available in Spring 2005

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## **Operational Test II**

A locator test will be available to determine the student's functional level in Reading and Writing. Students will then take the Reading and Writing sections depending on their functional level rather than their grade level.

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## **ETS Contact Information**

Available: **October 1, 2004**

Telephone: **1-866-881-2802**

Fax: **1-866-387-2598**

E-mail: **[epas@ets.org](mailto:epas@ets.org)**

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